

City of West Palm Beach Department of Parks and Recreation
Mary V. McDonald-Wilson Center Rental Application
Gaines Park

1505 N. Australian Avenue, West Palm Beach, FL 33401
Gaines Park (561) 804-4960, P & R Admin. Office (561) 804-4900

1. Name of Applicant _____
Phone (Day) _____ (Night) _____ (Cell) _____

2. Address of Applicant _____

3. Name, Title, Address and Phone Number(s) of person who will be on site at all times during said usage and will be responsible for the actions of the guests and agents:

Name _____ Title _____

Address _____

Phone (Day) _____ (Night) _____ (Cell) _____

4. Intended use (examples: Wedding, birthday party, family reunion, business meeting)

5. Date of Event: _____

Event Time: From _____ to _____

Pre-Event Time Requesting for set-up (decorating, band and/or caterer) etc. _____

of guest's _____ # of guest 18 and younger _____

6. Facility and Room(s) Requested: (Please select from list below.)

Greene Grand Hall _____ Hudnell Room A & B _____

Greene Hall West _____ Hudnell Meeting Room A _____

Greene Hall East _____ Hudnell Meeting Room B _____

Warming Kitchen _____ Conference Room _____

7. In the event that an outside caterer is used, the caterer will be required to show appropriate licensure and insurance at time of application

Caterer: Yes:_____ No:_____

If Yes, Caterer Name:_____

8. Will beverages and food be served? Yes:_____ No: _____

9. Are you wanting to serve alcoholic beverages? Yes: _____ No:_____

NOTE:

The serving of alcoholic beverages requires City Commission approval. Approval requires a two month lead time prior to the date of your event. Additional insurance and the City's Hold Harmless Agreement are required. Police Officers may be required. This will be determination will be made by the West Palm Beach Police Department.

10. List any equipment, including musical instruments, you will be bringing into the Center for your event and the intended use. Music shall be modulated by staff person on duty and concluded by end of permitted time.

11. Name and Phone Number of Entertainment Company.

Read Below Prior to Signing Application

Conditions of Facility Rental

Reservations are required at least five weeks prior to your function, and may be made up to a year in advance. Any person requesting the use of the Center must be over the age of 21 years.

Deposits

A 50% deposit is due at the time of booking. The balance plus the damage deposit plus the TULIP fee, if applicable, is due at least four weeks prior to the event. The full amount is due at the time of booking for events taking place within 30 days or less. A damage deposit will be collected for all facility rentals. Any additional charges will be deducted from the damage deposit.

Cancellations

A full refund will be issued if requested at 30 days prior to the event date. A 20% cancellation fee will be charged if a refund is requested within 30 days of the event. All cancellations must be made in writing.

Payment Information

Fees for rental may be paid by cash, check, cashiers check, money order or credit card; Visa or MasterCard.

Facility Rental fees are due at the time of reservation confirmation, at which time 50% of the fees will be collected. The balance due must be paid 30 days prior to the event. Failure to make final payment may result in the rental be cancelled. Late payments will only be accepted in the form of a cashiers check, money order or credit card.

Resident Rates

Residents rates are for those who reside within the corporate city limits of the City of West Palm Beach. Proof of residency is required to receive resident rates when completing rental application. Renter receiving Resident rates **MUST** present for the duration of the event.

Sales Tax Requirements

Sales Tax will be charged on room rentals fees at 6.5%. 501c-3 organizations must present their Non-Profit Status Form, and tax exempt organizations must present their Tax Exempt Certificate when completing rental application.

Staff Fees

Set-up/Break-down is at the rate of \$35/hr.

Decorating is the responsibility of the renter, as is the removal of decorations.

On-site staff is required during events at a rate of \$35/hr.

Depending on the size and nature of the event the hiring of West Palm Beach Police may be required

Insurance

Certain activities or functions, including facility rentals, may require the applicant to provide proof of insurance to the City. Insurance may be purchased through the City's *TULIP* program. Fire and Life Safety Inspection may be required based on event plans.

SMOKING POLICY

In compliance with the "Florida Clean Indoor Act" Chapter 386.201FS and the City of West Palm Beach does not permit smoking within City owned and operated buildings. Therefore, City of West Palm Beach **WILL NOT** permit smoking inside the facility.

ALCOHOL POLICY

Alcohol is PROHIBITED at all City facilities, (special exceptions may be made by formal request for approval to the City Commission).

Audio Visual and Sound

AV and Sound Equipment for large events such as weddings, banquets, family reunions are the responsibility of the Renter to provide.

AV and Sound Companies may be permitted to connect to the facilities main system.

City equipment used by groups that do not contract an outside vendor may be subject to additional charges.

Caterers

Caterers using the Warming Kitchen or Commercial Kitchen must present appropriate licensure and insurance prior to event for use of the facility.

SPECIAL ACCOMODATION

Per ADA (Americans with Disabilities Act) requirements, applicant agrees not to discriminate on the basis of disability while using City of West Palm Beach facilities.

ADDITIONALLY:

The City has the right to refuse the use of the Center and may cancel any activity or content deemed inappropriate.

The City reserves the right to end an event at any time of rental if activities and content conflict with the City of West Palm Beach policies (i.e. noise ordinance, behavior of guests, etc.).

Affidavit: I certify that I will be in attendance throughout my rental period and if rental constitutes the attendance of anyone under the age of 18, I will provide adequate adult supervision at all times.

Signature _____

Date _____

Witnessed By _____

Reviewed by Center Supervisor/Campus Manager: _____ Date _____

Reviewed by Recreation Manager: _____ Date _____

Approved by Director of Parks and Recreation or Designee

_____ Date _____

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